Navy Marine Corps Intranet
Execution Discipline Policy

Version 1.0

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Prepared for:
NMCI Director's Office

Revision History

The Revision History table below lists minor revisions of this document in chronological order.

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Changes to this document will be mutually agreed to by the Department of the Navy (DoN) and EDS.

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1. EXECUTIVE SUMMARY

The current transition process allows NMCI customers to make multiple changes to their requirements throughout the site transition process. These changes can result in significant rework for the DoN and EDS. Examples include:

- Seat location changes after completion of Local Area Network (LAN) drop installation
- Addition of applications after completion of the Object Creation Module (OCM) run

The NMCI Execution Discipline Policy is intended to increase schedule accuracy and reduce rework by enforcing discipline during the transition process by establishing data lock down points. EDS and DoN will benefit from increased accuracy and efficiency of the NMCI transition schedule.

The NMCI Execution Discipline Policy will restrict the ability to change NMCI requirements as a site proceeds with the transition process, but will not limit flexibility should operational necessity dictate the need to modify some requirements.

The various site transition activities have been divided into functional segments (high level design, detailed design, and cutover readiness); and lock down points and business rules for each area have been developed.

Lock down points and business rules were integrated and analyzed for placement in one of three key Decision Meetings (DMs). DMs are designed to focus on requirements critical to the success of a site's transition, and the lock down of a variety of data points within a mutually agreed transition schedule (see Figure 1-1). In each DM, representatives from the site, claimant(s), major command(s), Navy/USMC PMO, and EDS will address inputs, milestones achieved, outputs, and lock down points for that meeting.

For purposes of this policy, a site is defined as a single Physical Site Identifier (PSI) code. Larger sites may be divided into manageable subsets, referred to as "*Sub-Sites*", each of which will have its own Decision Meeting 1 (DM1). In some instances, groups of smaller site PSIs may be grouped together for a single DM1.

Note: All decision-meeting milestones are referenced in number of business days prior to the start of the planned cutover for the site.

Section 5.0 of this policy document provides guidance on phased implementation of the NMCI Execution Discipline Policy for sites that are currently in various phases of transition.

Roles and Responsibilities for NMCI Execution Discipline at Navy sites are further delineated in Appendix F.

Figure 1-1 illustrates the intent of each DM, the number of business days before cutover, and lock down point activities associated with each DM.

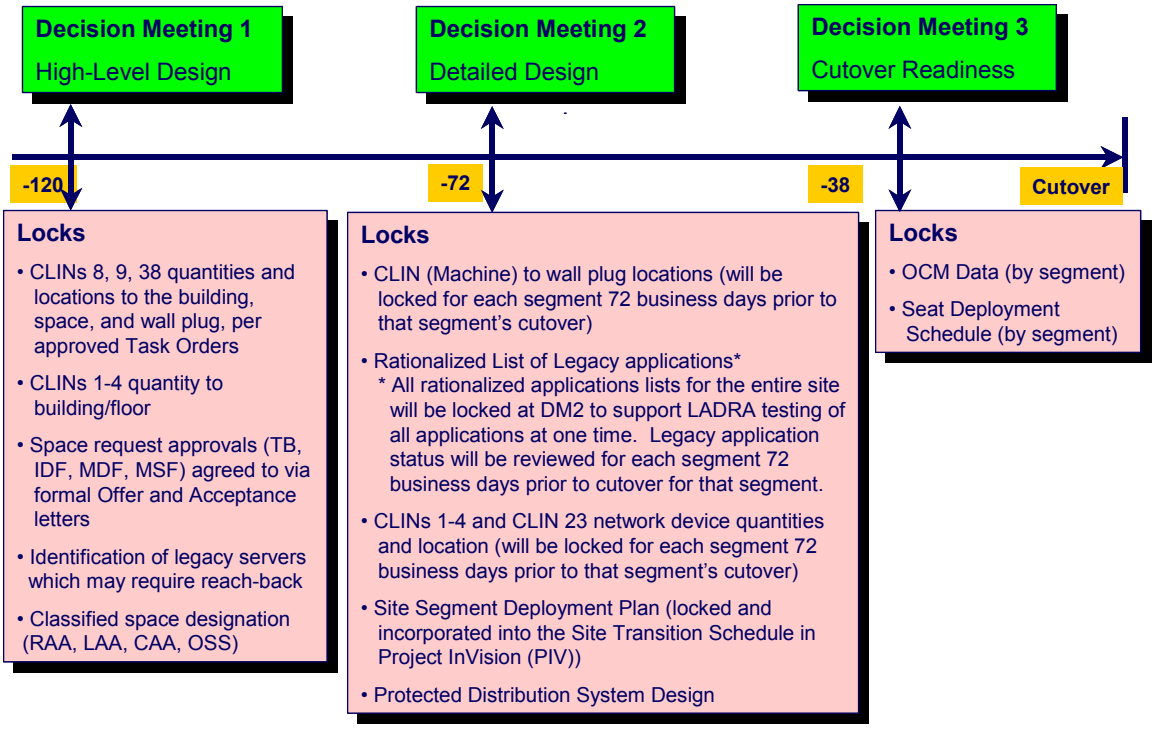

Figure 1-1, Decision Meeting Diagram

2. INTRODUCTION AND BACKGROUND

The NMCI team (DoN and EDS) recognizes the need for an NMCI Execution Discipline Policy to better manage requirement changes throughout the site transition process. These changes may result in significant rework for both DoN and EDS, causing missed schedule milestones. Examples include:

- Seat location changes after completion of Local Area Network (LAN) drop installation
- Addition of applications after completion of the OCM run

One objective of the NMCI Execution Discipline Policy is to establish a more disciplined process for iteratively locking down requirements throughout the NMCI site transition process. This objective is intended to minimize schedule impacts that result from unplanned or unconstrained project changes.

A second objective of the NMCI Execution Discipline Policy is to support the efficient and expeditious completion of the DoN Enterprise transition to NMCI services.

3. POLICY

3.1 OVERVIEW

The foundation of the Execution Discipline Policy is comprised of three key DMs held at mutually agreed points in the Site Transition Schedule:

- DM1 – High Level Design
- DM2 – Detailed Design
- DM3 – Cutover Readiness

The DMs are designed to focus on requirements critical to the success of a site's transition, and to the lock down of a variety of data points within a mutually agreed transition schedule. Representatives from the site, claimant(s)/major command(s), Navy PMO and/or USMC PMO, and EDS address inputs, milestones achieved, outputs and lock down points for each meeting. Specific Business Rules associated with the Decision Meetings are addressed in Appendix A.

3.2 DECISION MEETING 1 – HIGH-LEVEL DESIGN

3.2.1 DESCRIPTION

The primary objective of DM1 is to review and approve the high-level site requirements necessary to proceed with detailed design activities.

A top-level review of the design requirements is conducted to lock down the high-level design, which allows EDS to begin detailed design development and order initial Bill Of Materials (BOM).

One DM1 meeting will be conducted for each site (see definition of "Site" in Section 1.0). DM1 meeting will be conducted onsite not later than 120 business days prior to cutover, and must include a representative from each Navy claimant and USMC Command at the site. Refer to Figure 3-1 for additional information pertaining to DM1.

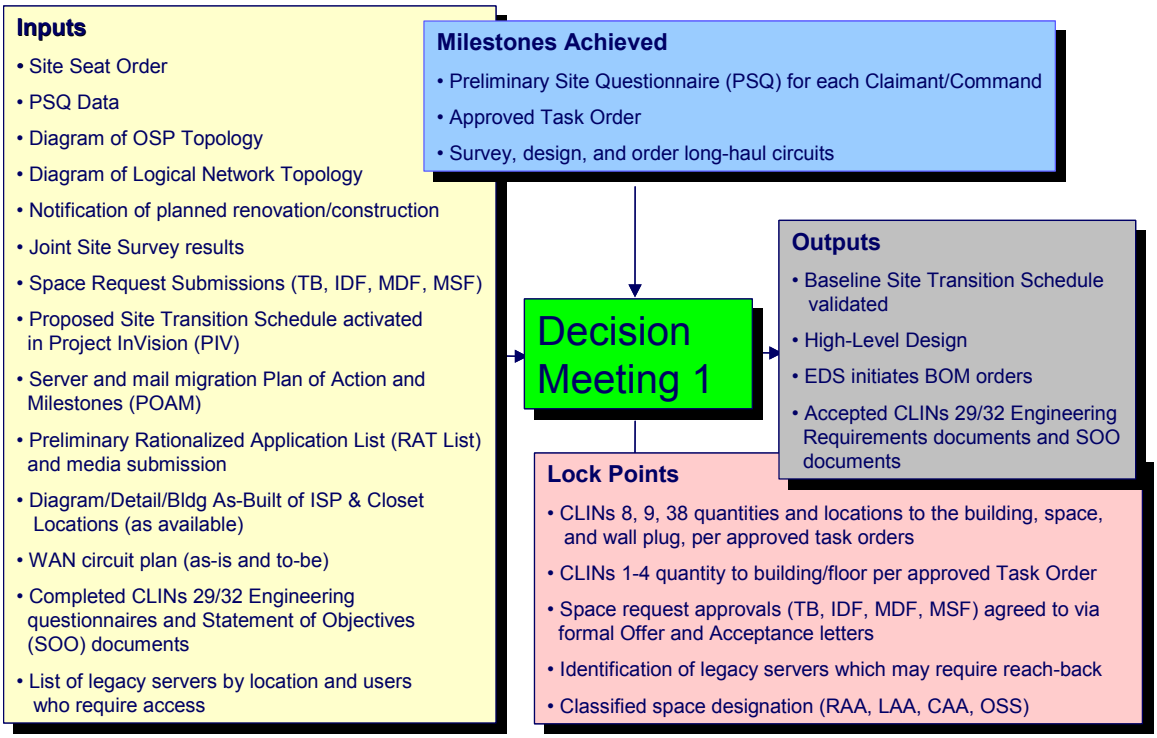

Figure 3-1, Decision Meeting 1 Actions and Processes

Government and EDS representatives jointly lead DM1, with the focal point of action occurring at the site level.

Marine Corps sites

The Site Transition Officer in Charge (STOIC) is responsible for scheduling the meeting, and it should be coordinated with the PM NMCI Transition Team. The Command and Control Operations Center (CCOC) should also be invited to attend the meeting via a teleconferencing bridge.

The primary Marine Corps representatives at the meeting are the STOIC and the Regional Contracting Officer Representative (RCOR), the Customer Technical Representative (CTR), and when appropriate, the Marine Corps Transition Officer in Charge (MCTOIC).

Navy sites

The EDS Site Manager (SM) is responsible for scheduling the site's DM1. The EDS Regional Manager (RM) will develop a consolidated schedule of Decision Meetings for each Region, which is forwarded via the PMO's Regional Integration Lead (RIL) to the Navy Regional Commander Ashore for coordination. Appendix F provides amplifying details.

The Site Integration Lead (SIL), where assigned, and the site's CTRs, are the primary Government representatives. The RIL will also attend whenever practical.

Note - Throughout this policy document, the use of the term "CTR" or variants of that term (e.g. site CTR, customer CTR) shall always be interpreted to mean the Echelon II Claimant's Lead Customer Technical Representative and/or their designated representative (e.g. Deputy CTR, Assistant CTR). When a Decision Meeting impacts more than one claimant, each claimant's Lead CTR and/or their designated representative(s) shall participate.

- Echelon II Commanders must ensure that the representative(s) they designate to participate in each Decision Meeting have sufficient authority to make commitments and decisions appropriate to the specific meeting.
- Echelon II Commanders or their designated representative should also ensure that results of Decision Meetings are communicated to all affected claimant commands for their information and action as appropriate.

EDS at Navy/Marine Corps sites:

The SM, Site Transition Manager (STM), Infrastructure Project Manager (IPM), Base Network Operations Manager (BNOM), and EDS teaming partners are the primary representatives, with the next level of representation being that of the Account Manager or RM.

3.2.2 MILESTONES ACHIEVED

The following milestones are referenced in the NMCI Joint Transition Checklist:

Milestones
• Deliver the completed Preliminary Site Questionnaires (PSQs) for all commands at the site
• Approved Task Orders received from Government for all claimants/commands at the site
• Survey, design, and order long-haul circuits

Table 3-1, Decision Meeting 1 Milestones

3.2.3 INPUTS

Inputs	Responsible For The Meeting
• Site Seat Order	• Navy CTR • USMC STOIC/CTR
• PSQ Data	• Navy CTR • USMC STOIC/CTR • Customer at Site

Inputs	Responsible For The Meeting
• Diagram of Outside Plant (OSP) Topology	• Navy CTR • USMC STOIC
• Diagram of Logical Network Topology	• Navy CTR • USMC STOIC
• Notification of planned renovation/construction	• Commander, Naval Region Planning Dept. • USMC Building Point of Contacts (POCs) • EDS STM • EDS IPM
• Joint Site Survey results	• Navy Building POCs • USMC STOIC • EDS STM • EDS IPM
• Space Request Submissions (at a minimum , formal offer letters submitted for all required spaces). - Transport Boundaries (TB) - Intermediate Distribution Frame (IDF) - Main Distribution Frame (MDF) - Micro-Server Farm (MSF)	• Commander, Naval Region Planning Dept. • Navy PMO Facilities • USMC STOIC/MCTOIC • EDS IPM • EDS Facilities Lead
• Proposed Site Transition Schedule activated in Project InVision (PIV)	• EDS SM/STM
• Server and mail migration Plan of Action and Milestones (POAM)	• EDS SM/STM
• Preliminary Rationalized Application List (RAT List) and media submission	• Navy • Application Managers • One for each customer at the site • USMC STOIC
• Diagram/Detail/Bldg As-Built of Inside Plant (ISP) & Closet Locations (as available)	• Navy • USMC • Customer at site responsible for Information Technology (IT) infrastructure
• Wide Area Network (WAN) Circuit Plan (as-is and to-be)	• Navy (as-is) • USMC (as-is) • EDS BNOM (to-be)
• Completed CLIN 29/32 engineering questionnaire(s) and Statement of Objectives (SOO) documents	• Navy • USMC • Customer at site (IT manager) • EDS SM/STM

Inputs	Responsible For The Meeting
• List of legacy servers by location and users groups that require access	• Navy (as-is) • USMC (as-is) • Customer at site (IT manager) • EDS SM (Form 403M)

Table 3-2, Decision Meeting 1 Inputs

3.2.4 OUTPUTS

Outputs	Owns The Output
• Baseline Site Transition Schedule validated	• EDS SM/STM
• High-Level Design	• EDS STM/BNOM
• EDS initiates BOM orders	• EDS BNOM
• Accepted CLIN 29/32 engineering Requirements documents and SOO documents	• EDS SM/STM

Table 3-3, Decision Meeting 1 Outputs

3.2.5 LOCK DOWN POINTS

Lock Down Points	Agreement Parties
• CLINS 8, 9, 38 quantities and locations to the building, space, and wall plug, per approved Task Orders	• Navy CTR • USMC STOIC/CTR • EDS SM
• CLIN 1-4 quantity to building/floor per approved Task Order	• Navy CTR • USMC STOIC/CTR • EDS SM
• Space request approvals (TB, IDF, MDF, MSF) agreed to via formal Offer and Acceptance letters	• Commander, Naval Region Planning Department • Navy PMO Facilities • USMC STOIC • EDS SM • EDS Facilities Lead

Lock Down Points	Agreement Parties
• Identification of Legacy servers which may require reach-back	• Navy IT Manager • USMC STOIC/CTR • EDS SM (Form 403M)
• Classified space designation (RAA, LAA, CAA, OSS)	• Navy CTR • USMC STOIC • EDS SM

Table 3-4, Decision Meeting 1 Lock down Points

3.2.6 MEETING PARTICIPATION

Government representatives required to attend the meeting include STOIC, SIL, CTR, RCOR (USMC), and claimant, when appropriate. MCTOICs, RILs, command G-6/N6 attend when appropriate. Other attendees may include Resident Officer in Charge of Construction (ROICC), IT/Systems SMEs, PMO Facilities, and the Public Works Officer.

EDS representatives required to attend the meeting include SM and STM. RMs attend when appropriate. Other attendees may include Site IPM/BNOM and EDS teaming partners.

3.2.7 DECISION MEETING BUSINESS RULES

The form to be used to document DM1 can be found in Appendix B.

The INPUTS should be the first agenda item reviewed at the meeting.

Specific documents in the INPUTS table for the meeting are selected events from the Joint Transition Checklist. However, all of the checklist events that support the INPUTS must be satisfactorily completed prior to scheduling this meeting. For the meeting to be successful, MILESTONES must be met. OUTPUTS and LOCK DOWN POINTS are then discussed, developed, mutually agreed upon, and documented. If the meeting is not held when scheduled, the RM will reschedule the meeting and assess the impact to the Site Transition Schedule.

3.2.8 AGREEMENTS AND DOCUMENTATION

Appendix B identifies the documents required to complete the meeting. The YES/NO column on this form is checked as appropriate. Any item not completed or marked 'NO' will be explained as an attachment to the form. If any items are marked 'NO', the required meeting attendees must develop and publish a plan of action to resolve problems and reschedule the Decision Meeting. If issues cannot be resolved at the site, initiate escalation procedures addressed in Section 4.1.

Within three business days of the completion of the meeting, the EDS SM will scan/convert the form to an electronic document and forward it via e-mail to the appropriate PMO. A copy will

also be provided to the EDS NMCI Quality Assurance Manager for review of conformance, verification, and validation of policy requirements.

The Appendix B checklist should be annotated/supplemented as appropriate to accurately document all of the following elements of the DM1:

- List of the specific elements that have been agreed to by all parties
- List of all commands included at the site and command representatives that were invited and participated in DM1
- List of all other meeting participants/organizations invited and represented

3.3 DECISION MEETING 2 - DETAILED DESIGN

3.3.1 DESCRIPTION

The primary objective of the meeting is to decide whether the site should proceed with infrastructure build-out. A comprehensive review of the detailed design requirements is conducted in order to lock down critical infrastructure and user data requirements. This allows EDS to execute the detailed design, and initiate Legacy Application Deployment Readiness Activity (LADRA) and deployment preparations. Only one DM2 meeting will be held at each site (see definition of "Site" in Section 1.0). DM2 will be conducted on site, no later than 72 business days prior to cutover. This meeting must include a representative from each Navy claimant and USMC command at the site.

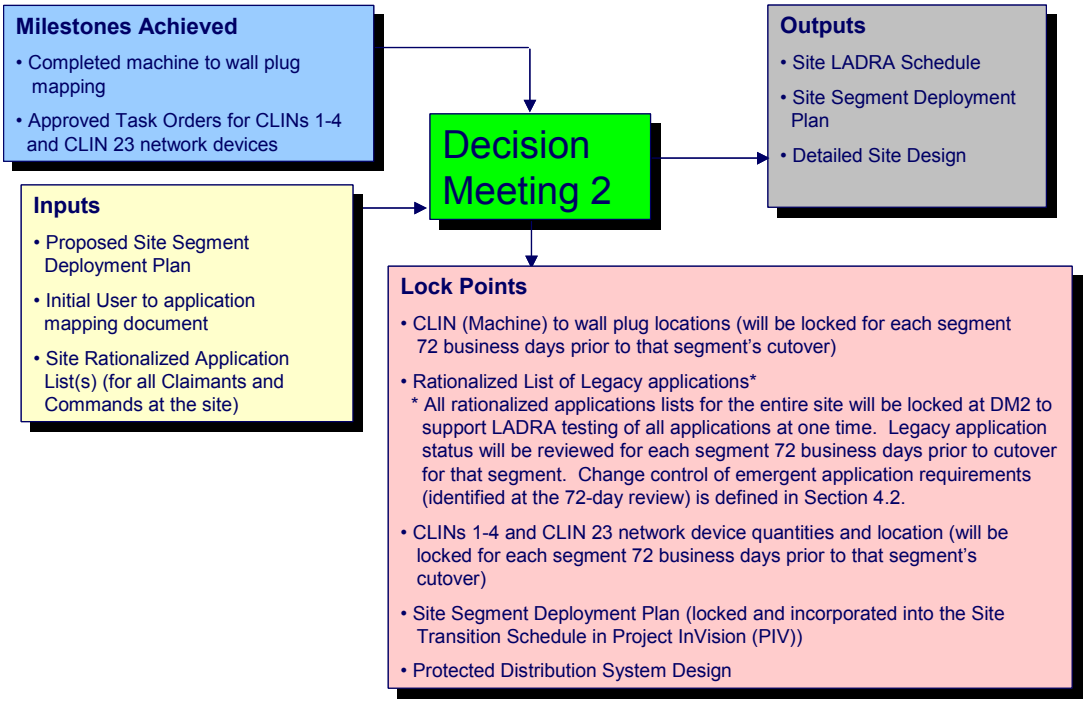

Figure 3-2, Decision Meeting 2 Actions and Processes

Government and EDS representatives jointly lead DM2, with the focal point of action occurring at the site level.

Marine Corps sites

The STOIC is responsible for scheduling the meeting, and it should be coordinated with the PM NMCI Transition Team. CCOC should be invited to attend the meeting via a teleconferencing bridge.

The primary Marine Corps representatives are the STOIC and RCOR, CTR, and when appropriate, MCTOIC

Navy sites

The EDS SM is responsible for scheduling the site's DM2. The EDS RM will develop a consolidated schedule of Decision Meetings for each region, which is forwarded via the PMO's RIL to the Navy Regional Commander Ashore for coordination. Appendix F provides amplifying details.

The Site Integration Lead (SIL), where assigned, and the site's CTRs, are the primary Government representatives. The RIL will also attend whenever practical.

Note - Throughout this policy document, the use of the term "CTR" or variants of that term (e.g. site CTR, customer CTR) shall always be interpreted to mean the Echelon II Claimant's Lead Customer Technical Representative and/or their designated representative (e.g. Deputy CTR, Assistant CTR). When a Decision Meeting impacts more than one claimant, each claimant's Lead CTR and/or their designated representative(s) shall participate.

- Echelon II Commanders must ensure that the representative(s) they designate to participate in each Decision Meeting have sufficient authority to make commitments and decisions appropriate to the specific meeting.
- Echelon II Commanders or their designated representative should also ensure that results of Decision Meetings are communicated to all affected claimant commands for their information and action as appropriate.

EDS at Navy/Marine Corps sites

The SM, STM, IPM, BNOM, and EDS Teaming partners are the primary representatives, with the next level of representation being that of the Account or RM.

3.3.2 MILESTONES ACHIEVED

The following milestones are referenced in the NMCI Joint Transition Checklist:

Milestones
• Completed machine-to-wall-plug mapping
• Approved Task Order(s) for CLINS 1-4 and CLIN 23 network devices

Table 3-5, Decision Meeting 2 Milestones

3.3.3 INPUTS

Inputs	Responsible For The Meeting
• Proposed Site Segment Deployment Plan document (Divides the site into deployment segments for DM3 lock down and seat deployment. Each segment has its own cutover start milestone.)	• STM (coordinated with input from STOIC/CTR and site customers)
• Initial user-to-application mapping document	• Navy CTR • USMC STOIC/CTR
• Site Rationalized Application Lists (For all claimants and commands at the site)	• Navy CTR • USMC STOIC/CTR

Table 3-6, Decision Meeting 2 Inputs

3.3.4 OUTPUTS

Outputs	Owns the Output
• Site LADRA schedule	• Navy CTR • USMC STOIC/CTR • EDS STM
• Site Segment Deployment Plan	• Navy CTR • USMC STOIC/CTR • EDS STM
• Detailed Site Design	• EDS STM

Table 3-7, Decision Meeting 2 Outputs

3.3.5 LOCK DOWN POINTS

Lock Down Points	Agreement Parties
• CLIN (Machine)-to-wall-plug locations will be locked down for each segment 72 business days prior to that segment's cutover	• Navy customer at site • USMC STOIC/CTR • EDS SM
• Rationalized list of Legacy Applications*	• Navy customer at site • USMC STOIC/CTR • EDS SM
• CLIN 1-4 and CLIN 23 network devices quantities and location will be locked down for each segment 72 business days prior to that segment's cutover	• Navy customer at site • USMC STOIC/CTR • EDS SM
• Site Segment Deployment Plan locked down and incorporated into the Site Transition Schedule (PIV)	• Navy customer at site • USMC STOIC/CTR • EDS SM
• Protected Distribution System Design	• Navy customer at site • USMC STOIC/CTR • EDS SM

Table 3-8, Decision Meeting 2 Lock down Points

*** Note:** It is the intent that all rationalized applications lists for the entire site will be locked down at DM2 to support LADRA testing of all applications at one time. Legacy application status will be reviewed for each segment 72 business days prior to cutover for that segment. Change control for emergent application requirements (identified at the 72-day review) is defined in Section 4.2.

3.3.6 MEETING PARTICIPATION

The same meeting participants identified in Section 3.2.6 (DM1) are required to attend the DM2 meeting. In addition, the EDS LADRA POC should attend the DM2 meeting.

3.3.7 DECISION MEETING BUSINESS RULES

The form to be used to document DM2 can be found in Appendix C. The same business rules identified in Section 3.2.7 (DM1) will be followed during the DM2 meeting.

3.3.8 AGREEMENTS AND DOCUMENTATION

The form to be used to document DM2 can be found in Appendix C. The same rules identified in Section 3.2.8 (DM1) will be followed to document DM2 agreements.

3.4 DECISION MEETING 3 – CUTOVER READINESS REVIEW

3.4.1 DESCRIPTION

The primary objective of Decision Meeting 3 (DM3) is to determine readiness of a site/segment for staging and deployment of seats.

During DM3, transition preparations are reviewed and a detailed deployment schedule is developed for each segment to lock down critical user data requirements. After DM3, EDS initiates hardware staging and final deployment preparations.

There may be more than one DM3 held per site depending on the number of deployment segments identified in DM2. DM3 will be conducted for each segment not later than 38 business days prior to cutover. DM3 must include all site customer representatives included in the segment - for instance, Navy claimants and USMC commands.

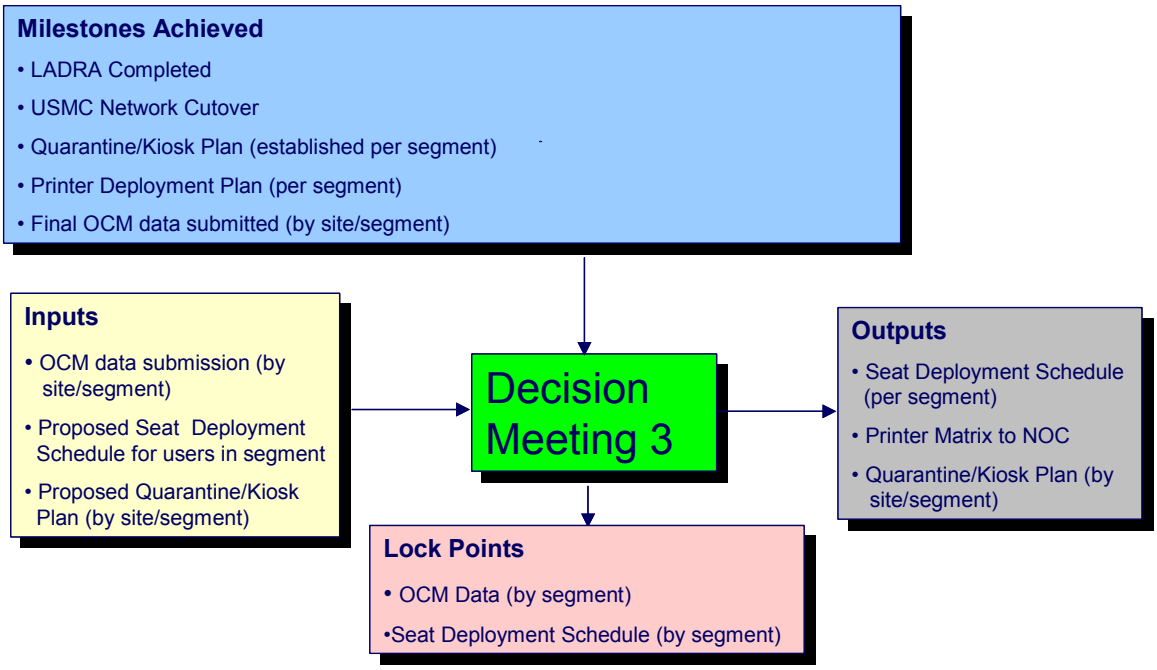

Figure 3-3, Decision Meeting 3 Actions and Processes

Government and EDS representatives jointly lead DM3, with the focal point of action occurring at the site level.

Marine Corps sites

The STOIC is responsible for scheduling each DM3 meeting, which should be coordinated with the PM NMCI Transition Team. CCOC should also be invited to attend the meeting via a teleconferencing bridge.

The primary Marine Corps representatives are the STOIC and RCOR, Customer Technical Representatives (CTR), and when appropriate, MCTOIC.

Navy sites

The EDS SM is responsible for coordinating the scheduling of each DM3 meeting with all customer CTRs in the site/segment. The SIL, when assigned, and site/segment customer CTRs, are the primary Government representatives.

Note - Throughout this policy document, the use of the term "CTR" or variants of that term (e.g. site CTR, customer CTR) shall always be interpreted to mean the Echelon II Claimant's Lead Customer Technical Representative and/or their designated representative (e.g. Deputy CTR, Assistant CTR). When a Decision Meeting impacts more than one claimant, each claimant's Lead CTR and/or their designated representative(s) shall participate.

- Echelon II Commanders must ensure that the representative(s) they designate to participate in each Decision Meeting have sufficient authority to make commitments and decisions appropriate to the specific meeting.
- Echelon II Commanders or their designated representative should also ensure that results of Decision Meetings are communicated to all affected claimant commands for their information and action as appropriate.

EDS at Navy Marine Corps sites

The SM and STM are the primary representatives, with next level representation being that of the Account or RM.

3.4.2 MILESTONES ACHIEVED

The following milestones are referenced in the NMCI Joint Transition Checklist:

Milestones
• LADRA completed
• USMC Network Cutover
• Quarantine/Kiosk Plan established per segment

• Printer Deployment Plan per segment
• Final OCM data submitted by site/segment

Table 3-9, Decision Meeting 3 Milestones

3.4.3 INPUTS

Inputs	Responsible For The Meeting
• OCM data submission by site/segment	• Navy CTR or Claimant as appropriate (coordinated with STM) • USMC STOIC/CTR
• Proposed Seat Deployment Schedule for users in segment	• Navy CTR or Claimant as appropriate • USMC STOIC/CTR
• Proposed Quarantine/Kiosk Plan by site/segment	• Navy CTR or command representative • USMC STOIC/CTR • EDS SM/STM

Table 3-10, Decision Meeting 3 Inputs

3.4.4 OUTPUTS

Outputs	Owns the Output
• Seat Deployment Schedule per segment	• EDS STM
• Printer Matrix to NOC	• EDS STM
• Quarantine/Kiosk Plan by site/segment	• Navy CTR or command representative • USMC STOIC/CTR • EDS SM/STM

Table 3-11, Decision Meeting 3 Outputs

3.4.5 LOCK DOWN POINTS

Lock Down Point	Agreement Parties
• OCM data by segment	• Navy customer at site • USMC STOIC/CTR • EDS SM
• Seat Deployment Schedule by segment	• Navy customer at site • USMC STOIC/CTR • EDS SM

Table 3-12, Decision Meeting 3 Lock down Points

3.4.6 MEETING PARTICIPATION

All of the same meeting participants identified in Section 3.2.6 (DM1) that are associated with a given segment will attend the DM3 meeting for that segment.

3.4.7 DECISION MEETING BUSINESS RULES

The form to be used to document DM3 can be found in Appendix D. The same business rules identified in Section 3.2.7 (DM1) will be followed during each DM3 meeting.

3.4.8 AGREEMENTS AND DOCUMENTATION

The form to be used to document DM3 can be found in Appendix D. The same business rules identified in Section 3.2.8 (DM1) will be followed to document the agreements reached during each DM3 meeting.

4. ISSUE RESOLUTION

4.1 ESCALATION OF UNRESOLVED ISSUES

The EDS SM, Navy CTR/SIL, and USMC STOIC will make every effort to resolve issues at the lowest possible level. If an issue cannot be resolved at the site level, it will be documented using the Issues/Risks/Actions/Assumptions/Decision (IRAAD) process and escalated in accordance with the table below until resolved.

Level	EDS	Navy	USMC
Program	Site Manager Claimant/ Command Manager	SIL CTR	STOIC
Regional	Regional Manager	RIL	RCOR/MCTOIC
Steering Committee	East/West Area Manager EPO Manager	Navy PMO PMO Reps	USMC PM-IT PMO Reps
Enterprise	ECE (Mike Koehler) CDE (Vinnie Madsen) EPO (Joan Cox)	Director NMCI VCNO	Director NMCI HQ/C4, ACMC
Executive	EDS CEO EDS President/COO	ASN (RDA)	

Table 4-1, Issues Escalation Levels

4.2 CHANGE MANAGEMENT

The Government discourages changes to locked down customer requirements.

In general, customer commands should not change requirements after lock down. When operational necessity dictates the need to change locked down requirements, customer commands must submit these requested changes to the Echelon II Commander (Navy) or the Commanding General (USMC Major Commands) for approval. Only these designated Commanders may approve post-lock down change requests. This approval authority cannot be delegated.

Approved changes will be forwarded to the EDS Client Executive, the Director NMCI, and the appropriate Navy/USMC PM. EDS will review the approved lock down point changes and determine whether or not the changes will affect site schedules or other commitments in the Full Performance contract modification, or cause rework. EDS will notify the Commander with the results of the review. If, as a result of the review, the approved lock down point changes do not

affect the schedule commitments, commitments in the Full Performance contract modification or cause rework, EDS will incorporate the changes.

- For changes that affect site schedules or commitments in the Full Performance contract modification, EDS will request a change to the affected Full Performance site milestone(s) in accordance with the change procedures in the Full Performance contract modification.

- For changes that require rework, EDS and the NMCI Contracting Officer will discuss options to determine the appropriate resolution.

An approved lock down point change may require a modification of the Task Order. EDS will begin making the approved lock down point changes after the Task Order modification is issued.

If the Echelon II Commander or the Commanding General (USMC Major Commands) disapproves a change, the customer will accept delivery of the seats in accordance with the previously locked down user requirements. If the customer still requires the change after cutover, the customer CTR shall submit a Move, Add, or Change (MAC) request, and/or other order modification, to modify the delivered seat service.

If the EDS SM determines that the planned start or finish of cutover for any site/segment slips by more than 20 business days, for reasons not related to the changing of locked down customer requirements, then EDS will document via an IRAAD, and notify the affected customer commands and Navy/USMC PM. DMs for the affected site/segment will be reconvened as appropriate to establish adjusted deliverables, data lock down points, and detailed deployment schedules.

Required applications status will be reviewed 72 days prior to the planned cutover of each segment. Should the 72 day-review identify the need to refresh rationalized application lists, requests will be submitted to Navy/USMC PM for disposition. Change requests will be resolved via one of the following means:

- Certification by association (i.e. simple application which is already approved at another site), if possible
- Remote LADRA testing (requires concurrence from EDS Director of Legacy Operations)
- Onsite LADRA testing (requires concurrence from EDS Director of Legacy Operations)

If requests to refresh rationalized application lists cannot be resolved via the means above, change requests may be escalated to the Echelon II Commander or the Commanding General (USMC Major Commands) as indicated above. If the designated Commander disapproves the change, emergent application requirements must be addressed after cutover via the NMCI Release Development and Deployment Guide (NRDDG) process.

5. IMPLEMENTATION APPROACH

The implementation approach provides guidance for phasing implementation of the Execution Discipline Policy for sites that are currently in various phases of transition. Specific implementation strategies will be developed by EDS and the Navy / USMC PMOs and promulgated separately. In general, each site will conduct a preliminary site meeting (using Appendix G template) to determine the site's current posture with respect to the decision points

The following will be determined by at the preliminary site meeting by mutual consent:

- Site/sub-site breakdown decision
- Joint Transition Checklist review
- DM1 criteria satisfied? Yes/No
    - If Yes, document DM1 per Appendix B, proceed to DM2
    - If No, develop POAM to complete DM1 criteria, schedule DM1 meeting

- DM2 criteria satisfied? Yes/No
    - If Yes, document DM2 per Appendix C, proceed to DM3
    - If No, develop POAM to complete DM2 criteria, schedule DM2 meeting

- DM3 criteria satisfied? Yes/No
    - If Yes, document DM3 per Appendix D, proceed to segment cutover
    - If No, develop POAM to complete DM3 criteria, schedule DM3 meeting

Other guiding Precepts:

- Sites >85% cutover are exempt from DM1 and DM2 requirements, but may implement DM3 requirements at the discretion of site personnel.
- It is not the intent of this policy to recreate deliverables (e.g. PSQ document), which were previously provided and/or have been overcome by events.

6. SUMMARY

The Execution Discipline Policy is intended to increase schedule accuracy, reduce rework, and enforce discipline. Adherence to the NMCI Execution Discipline Policy will improve the efficacy of the NMCI transition.

APPENDIX A: DECISION MEETING BUSINESS RULES

This appendix provides information and guidance for various activities addressed during the Execution Discipline Decision Meetings. (The responsible parties are in parentheses.)

Site Seat Orders:

Activity - Completed and approved seat orders that identify the correct CLINs, associated user(s), and the correct building, floor, and room associated with the CLIN delivery points. Lock down of the information above will be in accordance with DM1, DM2, and DM3 Policy.

- Business Rule – All awarded Task Orders will be originated in NET and will include all the elements listed above. (DoN)
- Business Rule – EDS will not assign staff to a site or begin designing the solution for the requested order(s) until Task Order(s) associated with the site have been awarded. (EDS)
- Business Rule – EDS will not process Task Orders in eMarketplace that did not originate in NET. (EDS)

Preliminary Site Questionnaire (PSQ) Submission:

Activity – The fully completed PSQ must be presented to EDS before initial site design or any subsequent CLIN service design(s) will be initiated. If the site design has already been finalized and approved, the PSQ deliverables need not be resubmitted.

- Business Rule – Provide accurate diagrams of the AS-IS OSP Topology, the AS-IS Logical Network Topology, and the Buildings' ISP and closet locations. (DoN)

Renovation/Construction Notification:

Activity – The site will provide notification of any pending building renovations and/or construction projects that would affect NMCI service delivery locations.

- Business Rule – Identify any pending building renovations and/or construction plans that affect EDS property [infrastructure that was turned over to EDS at AOR or infrastructure installed by EDS to support NMCI] at DM1. (DoN)

Legacy Server/Application Identification:

Activity – All legacy servers and their applications that are in use during pre-AOR to support the NMCI-like network(s) will need to be identified before any final transition plans or legacy infrastructure reuse plans can be finalized.

- Business Rule – The Government and EDS will work to ensure that all legacy servers/applications are removed from the legacy network as expeditiously as possible. . EDS and the Government [Site/PMO] will work together to develop a Legacy Servers/Applications Reach-Back plan for all other servers/applications that cannot be migrated to NMCI or removed from the Legacy network. (EDS/DoN)

Transition Rules:

Activity – User-to-Wall-Plug Mapping

- Business Rule – EDS survey teams will design a user-to-wall-plug mapping layout and coordinate with the local CTR or STOIC. A copy of the plan should be posted for reference. (EDS)

Activity – CTR training for the "Herndon Spreadsheet" prior to submission of OCM data

- Business Rule – EDS SDA will train local CTRs on the Herndon spreadsheet prior to submission of OCM data. (EDS)

LADRA Rules:

Activity – Network cutover (applies to USMC only)

- Business Rule – The Network will be cutover to NMCI and stable for 5 days before Trusts can be established for LADRA testing.

OCM Rules:

Activity – Verify OCM data submission against approved Task Order prior to submitting.

- Business Rule – Changes to OCM data resulting from pending modifications to approved Task Orders will not be considered unless the modification is awarded prior to DM3. (DoN)
- Business Rule - All user data for OCM must be originated and maintained in NET. (DoN)

Activity – Verify applications against ISF Tools prior to OCM submission

- Business Rule - Applications mapped to users in the OCM submission must be listed as "Approved" or "Allowed with Restrictions" in the ISF Tools database. (DoN)

Pre-Deployment Rules:

Activity – Conduct limited technical inspection (LTI) or automated query of workstations to identify exceptions to ESI configurations (USMC only) (DoN)

- Business Rule – ESI workstations that do not conform to minimum configuration requirement will be upgraded under the DELL lease prior to being scheduled for deployment. LTI exceptions identified at deployment will not be cutover. (DoN)

Site Name Decision Meeting 1
Agenda and Minutes

Meeting Date:		**Time:**	
Facilitator:		**Recorder:**	
Location:			

Meeting Mission:

This agenda provides information, guidance, and a method for conducting Decision Meeting 1. The primary objective of the meeting is to decide whether the site should proceed with detailed design activities.

1. The STOIC (USMC site) or SM (Navy site) is responsible for scheduling the meeting. The meeting should occur not later than 120-business days prior to start of cutover at the site.
   - The meeting should be coordinated with the PM NMCI Transition Team.
   - The CCOC should also be invited to attend the meeting via a teleconferencing bridge.
   - If the meeting is not held when scheduled, the EDS RM will determine whether or not to submit an SCR.
2. Meeting representatives include:
   - Government
     - STOIC, CTR, SIL, RCOR (USMC), and claimant are required attendees.
     - MCTOIC, RILs, and command G-6/N6 attend when appropriate.
     - Other attendees may include ROICC, IT/SMEs, PMO Facilities, and Public Works Officer.
   - EDS
     - SM, STM, are required attendees.
     - Account and RM attend when appropriate.
     - Other attendees may include IPM/BNOM, EDS teaming partners.
3. This form will be used to document items (Yes/No column) during the meeting and serves as a record of meeting completion to be forwarded to the appropriate PMO for review/retention. Any item not completed or marked *No* will be explained in an attachment to the document. For items marked No, meeting attendees must develop a plan of action to resolve problems and reschedule DM (attach POAM to minutes).

4. Within three business days of completion of the meeting, the EDS SM will scan/convert the form to an electronic document, and forward it via e-mail to the appropriate PMO. A copy will also be provided to the EDS NMCI Quality Assurance Manager.
    - Navy PMO – John.Brayman@Navy.mil
    - USMC PMO – Laura.C.Gilmartin@USMC.mil
    - EDS QA - NMCIExecutionDiscipline@eds.com

Distribution and Attendee List

Legend • Attendee was present (X) • Attendee present via teleconference (T)			

Documents on hand

Milestone Description	Complete (Yes/No)	Comments/Agreements
• PSQ for each Claimant/Command		
• Survey, design, and order long-haul circuits		

Input Description	Who Provides for the Meeting	Agreement/Documentation	Completed (Yes/No)
• Site Seat Order	• Navy CTR • USMC STOIC/CTR		
• PSQ Data	• Navy CTR • USMC STOIC/CTR • Customer at Site		
• Diagram of OSP Topology	• Navy CTR • USMC STOIC		
• Diagram of Logical Network Topology	• Navy CTR • USMC STOIC		
• Notification of planned renovation/construction	• Commander, Naval Region Planning Dept. • USMC Building Point of Contacts • EDS STM • EDS IPM		
• Joint Site Survey results	• Navy Building POCs • USMC STOIC • EDS STM • EDS IPM		
• Space Request Submissions (at a minimum, formal offer letters submitted for all required spaces) 1. Transport Boundaries (TB) 2. Intermediate Distribution Frame (IDF) 3. Main Distribution Frame (MDF) 4. Micro-Server Farm (MSF)	• Commander, Naval Region Planning Department • Navy PMO Facilities • USMC STOIC/MCTOIC • EDS IPM • EDS Facilities Lead		

Site Name Decision Meeting 1
Agenda and Minutes

Input Description	Who Provides for the Meeting	Agreement/Documentation	Completed (Yes/No)
• Proposed Site Transition Schedule activated in Project InVision (PIV)	• EDS SM/STM		
• Server and mail migration Plan of Action and Milestones (POAM)	• EDS SM/STM		
• Preliminary Rationalized Application List (RAT List) and media submission	• Navy • Application Managers • One for each customer at the site • USMC STOIC		
• Diagram/Detail/Bldg As-Built of ISP & Closet Locations (as available)	• Navy • USMC • Customer at site responsible for IT infrastructure		
• WAN circuit plan (as-is and to-be)	• Navy (as-is) • USMC (as-is) • EDS BNOM (to-be)		
• Completed CLIN 29/32 engineering questionnaire(s) and SOO documents	• Navy • USMC • Customer at site (IT manager) • EDS SM/STM		
• List of legacy servers by location and users groups that require access	• Navy (as-is) • USMC (as-is) • Customer at site (IT manager) • EDS SM (Form 403M)		

Site Name Decision Meeting 1
Agenda and Minutes

Agenda:

Item Category: **A** - Action **C** - Complete **D** - Decision **N** - Note **R** - Action rolled over

Nbr.	Topic	A/C/D/N/R	Time Frame	Start Time	Responsible
1	Agenda Review				
2	Baseline Site Transition Schedule validated				
3	High-Level Design				
4	EDS Initiates BOM Orders				
5	Accepted CLIN 29/32 engineering requirements documents and SOO documents				
6	Lock Down Points				
7	Meeting Wrap-up				

Annotated Agenda & Minutes:

Topic 1. Agenda Review

Topic 2. Baseline Site Transition Schedule validated	
Purpose:	
Expectation:	
Discussion:	

Topic 3. High-Level Design	
Purpose:	
Expectation:	
Discussion:	

Topic 4. EDS Initiates BOM Orders	
Purpose:	
Expectation:	
Discussion:	

Topic 5. Accepted CLIN 29/32 Engineering Requirements documents and SOO documents	
Purpose:	
Expectation:	
Discussion:	

Topic 6. Lock Down Points	
	• CLINS 8, 9, 38 quantities and locations to the building, space, and wall plug, per approved task orders
	• CLIN 1-4 quantity to building/floor per approved task order
	• Space request approvals (TB, IDF, MDF, MSF) agreed to via formal offer and acceptance letters.
	• Identification of Legacy servers which may require reach-back
	• Classified space designation (RAA, LAA, CAA, OSS)

Future Decision Meeting Schedule

Date	Time	Location	Facilitator/Scribe

Future Agenda Item(s)

Agenda Item	Planned Date(s)	Priority	Time	Responsible

Action Items

Open Action Items

AI Nbr.	Create Date	Action Item	Assigned	Target Date

Closed Action Items

AI Nbr.	Create Date	Action Item	Assigned	Target Date

Issues/Decision Log

Nbr.	Open Date	Issue Description / Status	Assigned	Target Date

Site Name Decision Meeting 2
Agenda and Minutes

Meeting Date:		**Time:**	
Facilitator:		**Recorder:**	
Location:			

Meeting Mission:

This agenda provides information, guidance, and a method for conducting Decision Meeting 2. The primary objective of the meeting is to decide whether the site should proceed with detailed design activities.

1. The STOIC (USMC site) or SM (Navy site) is responsible for scheduling the meeting. The meeting should occur not later than 72-business days prior to start of cutover at the site.
   - The date of the meeting should be coordinated with the PM NMCI Transition Team.
   - The CCOC should also be invited to attend the meeting via a teleconferencing bridge.
   - If the meeting is not held when scheduled, the EDS RM will determine whether or not to submit an SCR.
2. Meeting representatives include:
   - Government
     - STOIC, CTR, SIL, RCOR (USMC), and claimant are required attendees.
     - MCTOIC, RILs, and command G-6/N6 attend when appropriate.
     - Other attendees may include ROICC, IT/SMEs, PMO Facilities, and Public Works Officer.
   - EDS
     - SM, STM, LADRA POC are required attendees.
     - Account and RM attend when appropriate.
     - Other attendees may include IPM/BNOM, EDS teaming partners.
3. This form will be used to document items (Yes/No column) during the meeting and serves as a record of meeting completion to be forwarded to the appropriate PMO for review/retention. Any item not completed or marked *No* will be explained in an attachment to the document. For items marked No, meeting attendees must develop plan of action to resolve problems and reschedule DM (attach POAM to minutes).

4. Within three business days of completion of the meeting, the EDS SM will scan/convert the form to an electronic document, and forward it via e-mail to the appropriate PMO. A copy will also be provided to the EDS NMCI Quality Assurance Manager.
    - Navy PMO – John.Brayman@Navy.mil
    - USMC PMO – Laura.C.Gilmartin@USMC.mil
    - EDS QA - NMCIExecutionDiscipline@eds.com

Distribution and Attendee List

Legend • Attendee was present (X) • Attendee present via teleconference (T)			

Documents on Hand

Milestone Description	Complete (Yes/No)	Comments/Agreements
• Completed machine-to-wall-plug mapping		
• Approved Task Order(s) for CLINS 1-4 and CLIN 23 network devices		

Input Description	Who Provides for the Meeting	Agreement/Documentation	Completed (Yes/No)
• Proposed Site Segment Deployment Plan document (Divides the site into deployment segments for DM3 lock-down and seat deployment. Each segment has its own cutover start milestone.)	• STM (coordinated with input from STOIC/CTR and site customers)		
• Initial user-to-application mapping document	• Navy CTR • USMC STOIC/CTR		
• Site Rationalized Application List(s) (For all claimants and commands at the site)	• Navy CTR • USMC STOIC/CTR		

Agenda:

Item Category: **A** - Action **C** - Complete **D** - Decision **N** - Note **R** - Action rolled over

Nbr.	Topic	A/C/D/N/R	Time Frame	Start Time	Responsible
1	Agenda Review				
2	Site LADRA Schedule				
3	Site Segment Deployment Plan				
4	Detailed Site Design				
5	Lock Down Points				
6	Meeting Wrap-up				

Annotated Agenda & Minutes:

Topic 1. Agenda Review

Topic 2. Site LADRA Schedule	
Purpose:	
Expectation:	
Discussion:	

Topic 3. Site Segment Deployment Plan	
Purpose:	
Expectation:	
Discussion:	

Topic 4. Detailed Site Design	
Purpose:	
Expectation:	
Discussion:	

Topic 5. Lock Down Points	
	• CLIN (Machine)-to-wall-plug locations will be locked for each segment 72 business days prior to that segment's cutover
	• Rationalized list of Legacy Applications*
	• CLIN 1-4 and CLIN 23 network devices quantities and location will be locked for each segment 72 business days prior to that segment's cutover
	• Site Segment Deployment Plan locked and incorporated into the Site Transition Schedule (PIV)
	• Protected Distribution System Design

Future Decision Meeting Schedule

Date	Time	Location	Facilitator/Scribe

Future Agenda Item(s)

Agenda Item	Planned Date(s)	Priority	Time	Responsible

Action Items

Open Action Items

AI Nbr.	Create Date	Action Item	Assigned	Target Date

Closed Action Items

AI Nbr.	Create Date	Action Item	Assigned	Target Date

Issues/Decision Log

Nbr.	Open Date	Issue Description / Status	Assigned	Target Date

Site Name Decision Meeting 3
Agenda and Minutes

Meeting Date:		**Time:**	
Facilitator:		**Recorder:**	
Location:			

Meeting Mission:

This agenda provides information, guidance, and a method for conducting Decision Meeting 1. The primary objective of the meeting is to decide whether the site should proceed with detailed design activities.

1. The STOIC (USMC site) or SM (Navy site) is responsible for scheduling the meeting. The meeting should occur not later than 38-business days prior to start of cutover at the site.
   - The date of the meeting should be coordinated with the PM NMCI Transition Team.
   - The CCOC should also be invited to attend the meeting via a teleconferencing bridge.
   - If the meeting is not held when scheduled, the EDS RM will determine whether or not to submit an SCR.
2. Meeting representatives include:
   - Government
     - STOIC, CTR, SIL, RCOR (USMC), and claimant, when appropriate, are required attendees.
     - MCTOIC, RILs, and command G-6/N6 attend when appropriate.
     - Other attendees may include ROICC, IT/SMEs, PMO Facilities, and Public Works Officer.
   - EDS
     - SM, STM, LADRA POC are required attendees.
     - Account and RM attend when appropriate.
     - Other attendees may include IPM/BNOM, EDS teaming partners.
3. This form will be used to document items (Yes/No column) during the meeting and serves as a record of meeting completion to be forwarded to the appropriate PMO for review/retention. Any item not completed or marked *No* will be explained in an attachment to the document. For items marked No, meeting attendees must develop plan of action to resolve problems and reschedule DM (attach POAM to minutes).

4. Within three business days of completion of the meeting, the EDS SM will scan/convert the form to an electronic document, and forward it via e-mail to the appropriate PMO. A copy will also be provided to the EDS NMCI Quality Assurance Manager.
    - Navy PMO – John.Brayman@Navy.mil
    - USMC PMO – Laura.C.Gilmartin@USMC.mil
    - EDS QA - NMCIExecutionDiscipline@eds.com

Distribution and Attendee List

Legend • Attendee was present (X) • Attendee present via teleconference (T)			

Documents on Hand

Milestone Description	Complete (Yes/No)	Comments/Agreements
• LADRA completed		
• USMC Network Cutover		
• Quarantine/Kiosk Plan established per segment		
• Printer Deployment Plan per segment		
• Final OCM data submitted by site/segment		

Input Description	Who Provides for the Meeting	Agreement/Documentation	Completed (Yes/No)
• OCM data submission by site/segment	• Navy CTR or Claimant as appropriate (coordinated with STM) • USMC STOIC/CTR		
• Proposed Seat Deployment Schedule for users in segment	• Navy CTR or Claimant as appropriate • USMC STOIC/CTR		
• Proposed Quarantine/Kiosk Plan by site/segment	• Navy CTR or command representative • USMC STOIC/CTR • EDS SM/STM		

Site Name Decision Meeting 3
Agenda and Minutes

Agenda:

Item Category: **A** - Action **C** - Complete **D** - Decision **N** - Note **R** - Action rolled over

Nbr.	Topic	A/C/D/N/R	Time Frame	Start Time	Responsible
1	Agenda Review				
2	Seat Deployment Schedule (per segment)				
3	Printer Matrix to NOC				
4	Quarantine/Kiosk Plan (by site/segment)				
5	Lock Down Points				
6	Meeting Wrap-up				

Annotated Agenda & Minutes:

Topic 1. Agenda Review

Topic 2. Seat Deployment Schedule (per segment)	
Purpose:	
Expectation:	
Discussion:	

Topic 3. Printer Matrix to NOC	
Purpose:	
Expectation:	
Discussion:	

Topic 4. Quarantine/Kiosk Plan (by site/segment)	
Purpose:	
Expectation:	
Discussion:	

Topic 5. Lock Down Points	
	• OCM data by segment
	• Seat Deployment Schedule by segment

Future Decision Meeting Schedule

Date	Time	Location	Facilitator/Scribe

Future Agenda Item(s)

Agenda Item	Planned Date(s)	Priority	Time	Responsible

Action Items

Open Action Items

AI Nbr.	Create Date	Action Item	Assigned	Target Date

Closed Action Items

AI Nbr.	Create Date	Action Item	Assigned	Target Date

Issues/Decision Log

Nbr.	Open Date	Issue Description / Status	Assigned	Target Date

ACRONYM LISTING

Acronym	Definition
AOR	Assumption Of Responsibility
APM	Assistant Program Manager
BNOM	Base Network Operations Manager
BOM	Bill Of Materials
CAA	Controlled Access Area
CCOC	Command and Control Operations Center
CLIN	Contract Line Item Number
Command G-6/N6	The directorate within a command structure responsible for communications.
CONOPS	Concept of Operations
CPM	Customer Project Manager
CTR	Customer Technical Representative
DM	Decision Meeting
DM1	Decision Meeting 1
DM2	Decision Meeting 2
DM3	Decision Meeting 3
DoN	Department of the Navy
EDS	Electronic Data Systems
IDF	Intermediate Distribution Frame
IPM	Infrastructure Project Manager
IRAAD	Issues/Risks/Actions/Assumptions/Decisions
ISP	Inside Plant
IT	Information Technology
LAA	Limited Access Area
LADRA	Legacy Application Deployment Readiness Activity
LAN	Local Area Network
MAC	Move, Add, or Change
MCTOIC	Marine Corps Transition Officer in Charge
MDF	Main Distribution Frame
MSF	Micro-Server Farm
NMCI	Navy Marine Corps Intranet
NRDDG	NMCI Release Development and Deployment Guide
OCM	Object Creation Module
OIC	Officer in Charge
OSP	Outside Plant
OSS	Open Secret Storage
PIV	Project InVision ™
PM	Program Manager
PMO	Program Management Office
PMW 164	Navy NMCI Program Management Office
POAM	Plan of Action And Milestones
POC	Point of Contact
PSI	Physical Site Identifier
PSQ	Preliminary Site Questionnaire
RAA	Restricted Access Area
Rat List	Rationalized List
RIL	Regional Integration Lead
RCOR	Regional Contracting Officer Representative
RM	Regional Manager
ROICC	Resident/Regional Officer in Charge of Construction
SCR	Schedule Change Request
SIL	Site Integration Lead

ACRONYM LISTING

Acronym	Definition
SM	Site Manager
SMD	Site Management Division
SME	Subject Matter Expert
SOO	Statement of Objectives
SPAWAR	Space and Naval Warfare Systems Command
STM	Site Transition Manager
STOIC	Site Transition Officer in Charge
TB	Transport Boundary
USMC	United States Marine Corps
WAN	Wide Area Network

Organizational Roles and Responsibilities For Implementing Execution Discipline

Navy Sites

Purpose:

This appendix further delineates the overall government and EDS roles and responsibilities associated with implementing the NMCI Execution Discipline policy for Navy Sites.

1. The Director NMCI shall:

- Exercise overall responsibility for coordinating implementation of the NMCI Execution Discipline policy with EDS and all Navy commands.
- Maintain configuration management of the NMCI Execution Discipline policy document, and ensure that all changes to this policy are appropriately staffed (to include contractual and legal review in conjunction with EDS) and coordinated with the Assistant Secretary of the Navy (Research, Development and Acquisition), the Vice Chief of Naval Operations, and the Assistant Commandant of the Marine Corps.
- Administer the process for Change Management as delineated in Section 4.2 of the NMCI Execution Discipline policy.
- Exercise oversight of the NMCI Enterprise Transition Plan and all associated Execution Discipline milestones via the NMCI Schedule Change Control Board.

2. The Navy NMCI PMO shall:

- In coordination with EDS, develop and execute detailed plans for scheduling, implementing, tracking and reporting Execution Discipline milestones for all Navy commands.
- Maintain (either separately or in conjunction with EDS) an archive of documented NMCI Execution Discipline site meetings and decisions reached for all Navy sites, and provide copies of archived documents to all Navy commands as requested.
- Verify and ensure that NMCI Execution Discipline milestones and tasks are incorporated into all detailed Site Transition Schedules as appropriate, and maintained in accordance with procedures of the NMCI Schedule Change Control Board.
- Provide the following support to Navy Regional Commanders Ashore for duties described in paragraph 6 below:
    - Review Decision Meeting Schedules proposed by EDS, and provide smooth schedules of Decision Meetings (preliminary site meeting, DM1 and DM2) to each Regional Commander Ashore for all sites in their region.
        - Schedules should identify the following as a minimum: Site Name, Milestone (preliminary meeting, DM1, DM2, DM3), Meeting Location, Date/Time/Location, Affected commands and their respective Echelon 2 claimant.

- Dates for all Decision Meetings at all sites will not be provided at one time, so updates to the Decision Meeting schedules will be provided periodically.

- Coordinate with EDS to map all Navy Sites to the appropriate Navy Regional Commander Ashore.
- Regional Integration Leads will coordinate scheduling weekly NMCI Transition management review meetings with associated EDS Regional Managers and Navy Regional Commanders Ashore. [Note – The intent is to leverage weekly Regional management review meetings already being conducted by the PMO and EDS to the maximum extent practicable].
- Navy PMO propose a list of major sites that warrant designation of a Site Officer-In-Charge to Navy Regional Commanders Ashore.

3. EDS shall:

- In coordination with the Navy PMO, develop and execute detailed plans for scheduling, implementing, tracking and reporting Execution Discipline milestones for all Navy commands.
- Maintain (either separately or in conjunction with the Navy PMO) an archive of documented NMCI Execution Discipline site meetings and decisions reached for all Navy sites.
- Incorporate NMCI Execution Discipline milestones and tasks into all detailed Site Transition Schedules as appropriate, and maintained in accordance with procedures of the NMCI Schedule Change Control Board.
- Incorporate tracking and reporting of NMCI Execution Discipline metrics into existing weekly metrics and status reports provided to the Navy PMO.
- Propose schedules for NMCI Execution Discipline Site Decision Meetings, and document meeting agenda, attendees, minutes, action items and decisions in accordance with Sections 3.2, 3.3 and 3.4 of the NMCI Execution Discipline policy.
- Provide the following support to Navy Regional Commanders Ashore for duties described in paragraph 6 below:
  - Prepare proposed Decision Meeting Schedules and submit to the Navy PMO for coordination.
    - Schedules should identify the following as a minimum: Site Name, Milestone (preliminary meeting, DM1, DM2, DM3), Meeting Location, Date/Time/Location, Affected commands and their respective Echelon 2 claimant.
    - Dates for all Decision Meetings at all sites will not be provided at one time, so updates to the Decision Meeting schedules will be provided periodically.
  - Coordinate with the Navy PMO to map all Navy Sites to the appropriate Navy Regional Commander Ashore, and incorporate into weekly metrics and status reports.

- EDS Regional Managers should provide these reports to Navy Regional Commanders Ashore prior to weekly NMCI Transition management review meetings with associated PMO Regional Integration Lead and Navy Regional Commanders Ashore.
- The intent is to leverage weekly Regional management review meetings already being conducted by the PMO and EDS to the maximum extent practicable.

4. The Commander Naval Installations (CNI) shall:

- Provide oversight for Navy Regional Commanders Ashore for duties described in paragraph 6 below.
- Consolidate status from Regional Commanders Ashore, and present Regional comments on status of NMCI Execution, as required, at each NMCI EXCOMM meeting.

5. All Echelon 2 Commanders shall:

- Ensure that all affected subordinate commands review and comply with the NMCI Execution Discipline policy.
- Enforce the procedures for Change Management as delineated in Section 4.2 of the NMCI Execution Discipline policy.
- Ensure that the Echelon 2 Lead Customer Technical Representative (CTR) and/or their designated representative(s) prepare for and participate in all required Decision Meetings (preliminary site meeting, DM1, DM2 and DM3) as scheduled.
    - The Echelon 2 Lead CTR or other designated representatives that participate in each Decision Meeting should have sufficient authority to make commitments and decisions appropriate to the specific Decision Meeting.
    - Echelon 2 Commanders or their designated representative should also ensure that results of Decision Meetings are communicated to all affected claimant commands for their information and action as appropriate.
- Ensure full participation in the quarterly review and approval of NMCI Site Transition Schedules and Tactical Rollout (Seat Cutover) Plans in accordance with procedures of the NMCI Schedule Change Control Board. Ensure subordinate commands meet all deliverables milestones to support execution of approved NMCI Site Transition Schedules and execution of Tactical Rollout Plans.

6. The Navy Regional Commanders Ashore shall:

- Facilitate weekly NMCI Transition management review meetings with associated EDS Regional Managers and Navy PMO Regional Integration Leads.

- Facilitate the scheduling of NMCI Execution Discipline Site Decision Meetings (except for DM3) for all sites within their region. Assist in ensuring broadest participation of stakeholders within the region.
- Coordinate with affected Echelon 2 Commanders to designate a Site Officer-In-Charge (OIC) for specified major Navy sites. The Site OIC will not necessarily be selected from the Regional Commander's own claimancy.
- Ensure that CNI is informed of issues that are impairing the ability of commands within the region to meet NMCI Execution Discipline milestones.
- Provide regional users' perspective on NMCI Execution Discipline status for NMCI EXCOMM meetings (if requested by CNI).

7. Major Site Officer(s)-In-Charge (where designated) shall:

- Ensure that NMCI Execution Discipline Decision Meetings for their site are conducted on schedule.
- Ensure that all required Navy stakeholders (regardless of claimant) are aware of, and have the opportunity to participate fully in all site Decision Meetings.

8. All other Navy commands, activities and organizations shall:

- Review and comply with the NMCI Execution Discipline policy.

Preliminary Site Meeting
Agenda and Minutes

Meeting Date:		**Time:**	
Facilitator:		**Recorder:**	
Location:			

Meeting Mission:

This agenda provides information, guidance, and a method for conducting the preliminary Execution Discipline Site Meeting. Preliminary site meetings will be conducted to determine and document the site's current posture with respect to the Execution Discipline requirements, and to identify the appropriate phase (DM1, DM2 or DM3) for the site to begin implementing Execution Discipline. Upon successful completion of the preliminary site meeting, the site's transition schedule will be updated to include appropriate Execution Discipline milestones.

- EDS will coordinate with Navy/USMC PMO's to schedule a Preliminary Site Meeting for each site.
  - **For USMC Sites** – Site Transition Officer In Charge (STOIC) will schedule the meeting.
  - **For Navy Sites** – Site Manager (SM) will schedule the meeting.
- The Preliminary Site Meeting will determine current site status with respect to Policy requirements and will document appropriate phase (DM1, DM2, or DM3) for the site to initiate policy implementation.
- Full implementation of NMCI Execution Discipline policy will be initiated after successful completion of the Preliminary Site Meeting.

1. The SM (Navy Sites) and the Site Transition Office In Charge (STOIC) (Marine Corps sites) are responsible for scheduling the preliminary site meeting.
   - The scheduled dates for preliminary site meetings will be coordinated with the Navy or Marine Corps PMO as appropriate.
   - For Marine Corps sites, the Command and Control Operations Center (CCOC) should also be invited to attend the meeting via a teleconferencing bridge.
2. Meeting representatives include:
   - Government
     - STOIC, claimant CTRs, Site Integration Lead (SIL) [when assigned], and Regional Contracting Officer Representative (RCOR / USMC) are required attendees.
     - Marine Corps Transition Office In Charge (MCTOICs), Regional Integration Lead (RILs), and command G-6/N6 attend when appropriate.
     - Other attendees may include Resident Officer in Charge of Construction (ROICC), Information Technology (IT)/Systems Subject Matter Experts (SMEs), Program Management Office (PMO) Facilities, and Public Works Officer.

- Electronic Data Systems (EDS)
  - SM, Site Transition Manager (STM) are required attendees.
  - Account and Regional Managers (RM) attend when appropriate.
  - Other attendees may include Site Infrastructure Project Manager (IPM)/Base Network Operations Manager (BNOM), and EDS teaming partners.

3. This form may be used to document items (Yes/No column) and agreements during the meeting and serves as a record of meeting completion to be forwarded to the appropriate PM Office for review/retention.
4. Within three business days of completion of the meeting, the EDS SM will scan/convert the form to an electronic document, and forward it via e-mail to the appropriate PM Office. A copy will also be provided to the EDS NMCI Execution Discipline Quality Assurance Manager.
   - Navy PMO – John.Brayman@Navy.mil
   - USMC PMO – Laura.C.Gilmartin@USMC.mil
   - EDS QA - NMCIExecutionDiscipline@eds.com

Distribution and Attendee List

Legend
- Attendee was present (X)
- Attendee present via teleconference (T)

Documents on hand

Document Description	Complete (Yes/No)	Comments/Agreements
NMCI Execution Discipline Policy Training Presentation		
Decision Meeting 1 Meeting Agenda Template Appendix B		
Decision Meeting 2 Meeting Agenda Template Appendix C		
Decision Meeting 3 Meeting Agenda Template Appendix D		
Joint Transition Checklist		

Agenda:

Item Category: **A** - Action **D** - Decision **R** - Action rolled over **C** - Complete **N** - Note

Nbr.	Topic	A/C/D/N/R	Time Frame	Start Time	Responsible
1	Agenda Review				SM
2	Review NMCI Execution Discipline Training Presentation				SIL/ SM
3	Review PM's Proposed Implementation Strategy WRT the requirement for sub-sites				
4	Using DM Templates and the Joint Transition Checklist, determine where in the transition process the site is with respect to Execution Discipline Policy DM and complete applicable templates.				
5	Develop Implementation Plan for the site/ sub-sites				
6	Meeting Wrap-up				

Annotated Agenda & Minutes:

Topic 1. Agenda Review

Topic 2. Review NMCI Execution Discipline Training Presentation	
Purpose:	
Expectation:	
Discussion:	

Topic 3. Review PM's Proposed Implementation Strategy	
Purpose:	
Expectation:	
Discussion:	

Topic 4. Using DM Templates, determine where in the transition process the site is with respect to Execution Discipline Policy DM and complete applicable templates.	
Purpose:	
Expectation:	
Discussion:	

Topic 5. Develop Implementation Plan for the site/ sub-sites	
Purpose:	
Expectation:	
Discussion:	

Topic 6. Meeting Wrap-up	
Purpose:	
Expectation:	
Discussion:	

Future Decision Meeting Schedule

Date	Time	Location	Facilitator/Scribe

Future Agenda Item(s)

Agenda Item	Planned Date(s)	Priority	Time	Responsible

Action Items

Open Action Items

AI Nbr.	Create Date	Action Item	Assigned	Target Date

Closed Action Items

AI Nbr.	Create Date	Action Item	Assigned	Target Date

Issues/Decision Log

Nbr.	Open Date	Issue Description / Status	Assigned	Target Date